

## VILLAGE OF LONG GROVE

### TEMPORARY RULES CONCERNING PUBLIC COMMENT, PARTICIPATION, AND SOCIAL DISTANCING AT VILLAGE PUBLIC MEETINGS

On March 9, 2020, the Illinois Governor issued a statewide disaster declaration in response to the outbreak of Coronavirus Disease 2019 (COVID-19). Efforts are ongoing statewide and in the Village of Long Grove to slow and stop the spread of COVID-19 and protect public health and safety. Such efforts include, among other things, prohibiting gatherings of more than ten people and requiring social distancing between individuals. In furtherance of these efforts, the Village has established these temporary rules concerning public comment and participation at Village public meetings ("**Temporary Rules**"). The Temporary Rules are intended to ensure the continuation of essential Village business and functions, including the right of members of the public to attend public meetings and address Village public bodies and officials, while complying with directives of the Governor and State and local health officials to mitigate the COVID-19 outbreak.

These Temporary Rules shall apply to all public bodies of the Village ("**Public Bodies**") during the term of the statewide disaster declaration relating to the COVID-19 outbreak (including any renewal or extension of the March 9, 2020 disaster declaration) or any similar regional or local emergency or disaster declaration relating to COVID-19 that affects the Village of Long Grove. However, if a Public Body adopts a more specific temporary protocol or procedure relating to the COVID-19 outbreak, then the more specific protocol or procedure shall govern and control.

#### **A. Temporary Rules for Submission of Written Comments to Public Bodies:**

1. Any person may submit written comments to Village Public Bodies via email sent to [dlothspeich@longgroveil.gov](mailto:dlothspeich@longgroveil.gov). The email should specify the particular Public Body to which the comment is directed (e.g. Village Board, PCZBA, etc.). An email must identify the sender by his, her, or its name, and a return email address must be included.
2. Written comments may relate to one or more specific items on a Public Body's meeting agenda or other matters of public interest or concern.
3. All email comments directed to a Public Body that are received 15 minutes or more before the commencement of a meeting of that Public Body will be distributed to all members of the Public Body and acknowledged by the Mayor or Chairperson ("**Presiding Officer**") during the meeting. All such comments will also be made available to the public on the Village's website.

#### **B. Temporary Rules for Remote Attendance and Participation at Meetings of Public Bodies:**

1. Remote Meeting Attendance:
  - a. Members of any Public Body and/or Village staff may attend meetings by teleconference, video conference, or other remote means to limit the number of physical attendees and promote social distancing.

- b. In order to promote social distancing, a Public Body may determine that it is necessary or desirable to limit access to a public meeting only to remote attendance for both members of the Public Body and members of the public. In such cases, the meeting agenda will inform the public of the web address and/or conference call number to be used for such remote attendance.

2. Rules for Remote Public Participation and Comment:

- a. Members of the public may offer comment to a Public Body pursuant to the provisions of Part A of these Temporary Rules. Members of the public who attend a meeting by remote means as specified on a Public Body's meeting agenda shall not be allowed to make comments or address the Public Body during the meeting, except to the extent and in the manner authorized under these Temporary Rules.
- b. The Presiding Officer can determine not to allow members of the public to comment at a meeting of the Public Body. The decision of the Presiding Officer on such matters is final, unless two-thirds of the members of the Public Body in attendance vote to otherwise allow public comment.
- c. If the Presiding Officer or two-thirds of the members of the Public Body determine to allow members of the public to comment at a meeting of the Public Body, no person may address the Public Body electronically unless expressly recognized by the Presiding Officer. The Presiding Officer shall direct the manner in which participants may indicate their desire to speak, such as by use of a virtual sign-up sheet, "raise hand" feature on an electronic meeting platform, or other reasonable means in light of the technology used to facilitate remote participation. In order to minimize disruptions or distractions, the Presiding Officer may mute members of the public when they have not been recognized to speak.
- d. The use of "chat," instant messaging, or similar functions that may be available on an electronic meeting platform (a "**Side Comment**") shall be prohibited during the meeting **[, unless such Side Comment is directed to all persons in attendance via such electronic meeting platform and must clearly identify the full name of the author of such Side Comment]**. Any Side Comment sent during the course of a meeting in violation of these Temporary Rules shall be disregarded by the Presiding Officer and members of the Public Body and shall not be considered part of the record of the meeting. **[Any Side Comment sent in accordance with these Temporary Rules shall be preserved as a "public record" in accordance with the Illinois Local Records Act and the Illinois Freedom of Information Act.]**
- e. Unless otherwise allowed by the Presiding Officer, to the extent oral comments from the public are allowed during a meeting of a Public Body, the time available for public comments shall be limited to 10 minutes in duration, and no individual commenter may speak for more than 3 minutes. The Presiding Officer, in his or her discretion, may: (i)

designate additional time for general public comments; and/or (ii) allow additional time for public comments regarding the subject matter of a specific agenda item during the consideration of that agenda item.

- f. Notwithstanding the limitations in this Paragraph B.2, when a Public Body conducts a public hearing, the Presiding Officer shall allow public comment from any member of the public who wishes to be heard during the public hearing, provided that the comments are pertinent to the subject of the hearing.
  - g. Except as modified by these Temporary Rules, the Village's general rules concerning public participation and comment shall continue to apply during all meetings of Public Bodies.
3. Enforcement. Any person violating these Temporary Rules may be barred from electronic attendance at the order of the Presiding Officer.